

Development Application

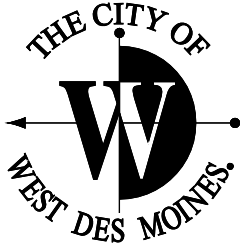
REZONING

**(Change Zoning Designation -
Not for Planned Unit Development [PUD])**



Development Services Department
4200 Mills Civic Parkway, Suite 2 D
P.O. Box 65320
West Des Moines, IA 50265-0320
515-222-3620 (phone)
515-273-0602 (fax)
www.wdm.iowa.gov

Additional copies of this application and the appropriate "project submittal requirements"
can be found on the City's website: <http://www.wdm.iowa.gov>



Development Application

NO DEVELOPMENT APPLICATION CAN BE
ACCEPTED FOR FILING UNLESS ALL REQUIRED
INFORMATION IS SUBMITTED.

TYPE OF REQUEST (Check all that apply):

- ☐ Comprehensive Plan Amendment (CPA)
- ☐ Final Plat (FP)
- ☐ Grading Plan (GP)
- ☐ Minor Modification (MM)
- ☐ Major Modification/Revised Site Plan (MaM)
- ☐ Plat of Survey (POS)
- ☐ Permitted Conditional Use Permit (PC)
- ☐ Preliminary Plat (PP)
- ☐ Rezoning (ZC)
- ☐ Site Plan (SP)
- ☐ Vacation Request (VAC)

The following are for developments within the Jordan
Creek Town Center only:

- ☐ Site Plan (SP-JCTC)

The following are for developments within the Town
Center Overlay District only:

- ☐ Area Development Plan (ADP)
- ☐ Specific Plan Ordinance (ZC-SP)
- ☐ Specific Plan Site Plan (OSP)

GENERAL PROJECT INFORMATION

Project Name: _____

Site Location - actual address if assigned (general location if no assigned address):

Property legal description (attach separate sheet if lengthy): _____

Project Area: _____ acres (or) _____ sq. ft.

Project Description: _____

Date Submitted: _____ Fee Amount: _____
Case #: _____ Case Planner: _____

OFFICE USE ONLY:

CONTACT INFORMATION

Property Owner(s): _____

Owner Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

(Submit additional sheet(s) for multiple property owners.)

Applicant: _____

Applicant Mailing Address: _____

Main Applicant Contact: _____

Phone: _____ Fax: _____

Email: _____

Principal Name(s) including CEO/President &/or GM of Company, if applicable:

Applicant's Representative (Primary Contact Individual): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Engineer (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Applicant's Architect (Contact Person): _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Existing Comprehensive Plan:

Proposed Comprehensive Plan:

Existing Zoning:

Proposed Zoning:

Surrounding Land Uses:

North: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

East: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

South: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

West: Existing Land Use:
Existing Zoning:
Comprehensive Plan Designation:

Total Land Area: acres sq. ft.

**** All required drawings and documents as outlined on the associated "project type submittal requirement" sheet must be submitted at the time of the application in order for the project to be accepted and started in the appropriate review process.**

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CERTIFICATION

NOTE: ALL APPLICATIONS MUST HAVE SIGNATURE(S) OF THE CURRENT PROPERTY OWNER(S) OR INDIVIDUAL WITH THE PROPER POWER OF ATTORNEY, NOTARIZED BY A CERTIFIED NOTARY PUBLIC (attach proof if necessary).

Part A: Owner's Signature and Consent

I/we, _____ being duly sworn, depose and say that I/we am/are the owner, owners, authorized representative for a corporate owner, person with power of attorney for the owner/owners, or a non residential tenant of said property. I/we personally swear and affirm that this application has been prepared in compliance with the requirements of the City of West Des Moines Municipal code as printed herein and that the statements and information above referred to are in all respects true and correct to the best of my/our knowledge and belief. Further, I/we hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Legal Property Owner

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part B: Applicant's Signature and Consent **(Use only if the applicant is different from Property Owner.)**

I/we, _____ being duly sworn, depose and say that I/we hold legal interest in this property and do hereby submit this development application for review and consideration by the City of West Des Moines, Iowa in compliance with the requirements of the City of West Des Moines Municipal Code.

I/we, _____ agree to grant the City permission to access said property for purposes of installing Public Notice sign(s) and completing the necessary on-site inspections, if applicable.

Signature of Applicant

Date

EIN (Employer Identification Number) _____

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ Day of _____, 20____.

My commission expires on the _____ day of _____, 20 ____.

Signature of Notary Public; _____

Part C: Applicant/Owner Consent to Traffic Study and Fees

I _____ hereby request the City initiate the required traffic study for this project.

I understand that the traffic study is **estimated** to cost \$_____ based upon the preliminary development/use information that I have provided to the City. I understand that **this is only an estimate of the cost and that** based upon the traffic analysis fee table included in this application packet or otherwise available from the city upon request **the total cost may be less or more than the estimate.**

- ☐ **By my signature below, I authorize the study and agree to pay all traffic study fees when billed by the City, even if the project is withdrawn.**
- ☐ **I understand that these fees must be paid in full prior to the proposed project proceeding to the appropriate approval body (Plan & Zoning Commission, Board of Adjustment or Administrative approval).**

Enclosed with this signature page is:

- ☐ \$100.00 base fee (if total study fee cost is estimated to be less than \$2,000)
- ☐ \$_____ (at least ½ of the estimated cost)

Signature of Applicant

Date

Printed Name: _____

EIN (Employer Identification Number) _____

(This must be provided prior to initiation of the study)

The above signed applicant appeared before me and personally subscribed and sworn before me on this _____ day of _____, 20____.

Signature of Notary Public; _____

My commission expires on the _____ day of _____, 20____.

Billing information:

Name: _____

Company: _____

Title: _____

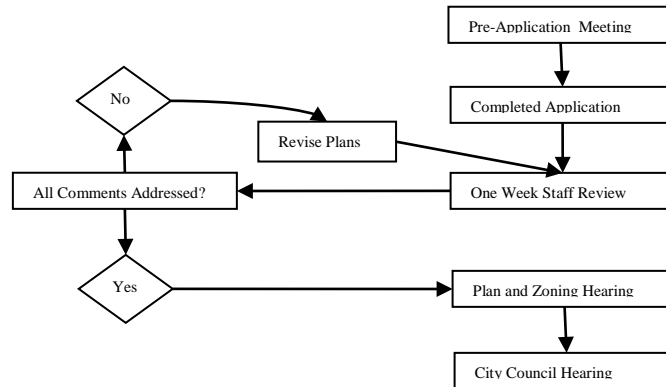
Address: _____

Phone: _____

Email: _____

City Of West Des Moines Submittal Requirements

REZONING **(Change Zoning Designation -** **Not for Planned Unit Development [PUD])**



Application Fee - full fee is due at time of submittal

- ☐ \$315.00 + \$11.00/acre for zoning district change
- ☐ \$205 for text change to Zoning Ordinance

Notification Fee - The City of West Des Moines will prepare the property owner list for notification purposes

- ☐ \$467.50 Notification Fee (fee due at time of submittal)

Traffic Fee – base fee is due at time of submittal

- ☐ Letter from Applicant/Owner requesting City initiation of traffic study
- ☐ \$100.00 base fee
- ☐ Additional traffic fees will be based upon the Traffic Fee Matrix (attached) and are due prior to City Council approval

Reviewing Bodies

- City Staff
- Plan & Zoning Commission
- City Council
 - **Final copies of plans following Council approval MUST have original signatures and seals on ALL copies.**

A. Your submittal must include the following:

1. ☐ A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. ☐ Completed application form.
3. ☐ One (1) 8½"x11" location map detailing land uses within five hundred (500) feet of the property, and identifying general land uses within one thousand (1,000) feet of the property. Location map must be to a discernable scale with the scale denoted.
4. ☐ Two (2) copies of a report with calculations verifying available capacity for sanitary sewer and water service.
5. ☐ Eight (8) copies of the rezoning sketch (24"x36", **folded**).
6. ☐ Two (2) reduced copies of the rezoning sketch (8½"x11").
7. ☐ One (1) PDF copy of the rezoning sketch
8. ☐ Other information deemed necessary by the Director of Development Services for the review of the proposed project.

B. Your Rezoning Sketch shall include at least the following:

1. ☐ Legal description including total area of the property.
2. ☐ Date, compass point, legend of symbols and scale (written and graphic).
3. ☐ Vicinity map that accurately represents the area including recent developments.
4. ☐ Address(es), if assigned.
5. ☐ Name, address and contact information of owner(s) of subject property.
6. ☐ Name, address and contact information of applicant.
7. ☐ Notation of existing Comprehensive Plan land use designation.
8. ☐ Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning and requested proposed zoning.
9. ☐ Existing and proposed land use densities.
10. ☐ Existing Comprehensive Plan land use designations, Zoning, and land uses for adjacent properties.
11. ☐ Land owner name(s) for adjacent properties.
12. ☐ Property boundary lines including dimensions to the nearest one-hundredth of a foot.
13. ☐ Illustration and identification of traffic considerations as noted in the approved traffic study and ingress/egress points, existing and proposed street networks, road classifications, right-of-way widths, number of traffic/turning lanes, street improvements, traffic signals, pedestrian and vehicular circulation patterns, etc.
14. ☐ Illustration of how property will be served by sanitary sewer and water service.
15. ☐ Conceptual illustrations of pedestrian circulation pattern, location of pedestrian features or use areas, trail locations and connections to City's trail network, if applicable.
16. ☐ Identification of areas dedicated for public use (i.e. schools, parks, playgrounds, streets, trails).
17. ☐ Existing topography of the rezoning area at contour intervals of not more than two (2) feet, City datum.
18. ☐ Existing topography and site features of adjacent property for at least one-hundred (100) feet outside of subject boundary, at contour intervals of not more than two (2) feet, City datum.
19. ☐ Identification of existing and proposed drainage-ways.
20. ☐ Location and width of landscape buffers
21. ☐ Designated buffers shall be labeled as a "NO BUILD AREA".
22. ☐ Identification of any other major site development or landscape features, existing or proposed, for the subject site or located within the area.
23. ☐ Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes.

Additional copies of the development application and "project submittal requirements"
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TRAFFIC ANALYSIS FEES
APRIL, 2007

PROCESS	COMPREHENSIVE PLAN	AREA DEVELOPMENT PLAN(1)	ZONING	SUBDIVISION	SITE PLAN(4)
Fees for Independent Processes and Applications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 1st 100 Trips, plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis
Fees for Combined Processes and Applications Tracking Together with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0 Additional Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$0.50/additional Trip for driveway analysis
Fees for Independent Process and Applications within One Year of Initial Application with No Modifications	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0 Additional Fee If Combined Apps.	\$0.50/additional Trip for driveway analysis
	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee	\$0.50/additional Trip for driveway analysis
	NA	NA	NA	\$100 1st 100 Trips, plus \$1.25/additional Trip	\$100 fee, plus 25% of Initial Fee plus \$0.50/additional Trip for driveway analysis
Re-analysis Fees within One Year of Initial Application (2)	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 fee minimum, plus 25% of Initial Fee per analysis	\$100 1st 100 Trips min., plus \$1.25/additional Trip, plus \$0.50/additional Trip for driveway analysis

NOTES

- (1) An Area Development Plan is only required in the Jordan Creek Town Center Overlay Zoning District
(2) Includes analyzing modified development proposals and configurations and is limited to a 15% increase in trips.
(3) Trip calculations are determined from the difference from vacant property to the traffic generated by the proposed development using the average generation rate from the latest version of the ITE Trip Generation Manual.
(4) Includes Permitted Conditional Use Reviews